

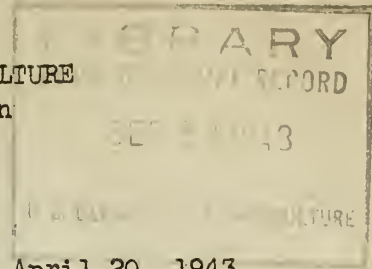
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.



SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 23

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Processing of Priority Applications, PD-1A and PD-200

All Priority Applications, PD-1A (Application for Preference Rating) and PD-200 (Authority to Begin Construction), referred to this Branch will, in the future, be received by the Authorities and Procedures Section. This section will be responsible for (1) routing to appropriate commodity man (2) maintenance of a suspense card file (3) Clearance from the Branch, after approval by the respective Division Chief or his designee.

As all applications will be expected to clear the Branch within twenty-four (24) hours, expeditious handling will be required in all instances.

Present policy of the War Production Board calls for the processing of all PD-1A Applications of less than \$500.00 value by their various field offices. However, in certain cases, the Priorities Division may refer applications for less than \$500.00 to this Branch for approval.

Each Division Chief who does not wish to personally sign every recommendation or denial of an application shall immediately designate the persons in his Division who are to be responsible for such recommendation or denial. Such designations must be in writing and a copy shall be forwarded to the Authorities and Procedures Section to be placed on file.

*H. C. Albin*

